



**DEPARTMENT OF THE NAVY**

**NAVAL FACILITIES ENGINEERING COMMAND  
WASHINGTON NAVY YARD  
1322 PATTERSON AVENUE SE SUITE 1000  
WASHINGTON DC 20374-5065**

IN REPLY REFER TO

**MEMORANDUM FOR DISTRIBUTION**

**26 Jan 01**

**From: Deputy Commander for Engineer Operations**

**Subj: FY01 SECNAV REPORTING REQUIREMENTS FOR ASSIGNED SMALL  
AND DISADVANTAGED BUSINESS UTILIZATION (SADBU) PROGRAM**

**Ref: (a) COMNAVFACENGCOM ltr of 26 Jan 01**

**Encl: (1) Program Assessment Worksheet  
(2) SECNAV Small and Disadvantaged Business Utilization ltr of  
19 Dec00  
(3) SECNAV Report Requirements for Small Business Programs and  
DOD Competitiveness Demonstration Program Format**

1. Reference (a) forwarded the FY01 Small Business (SB) program goals. NAVFAC did not meet all FY00 SB program goals, including Construction and A/E goals under the DOD Competitiveness Demonstration Program. DOD failure to meet goals may cause re-instatement of small business set-aside procedures for some major North American Industry Classifications (NAICS) descriptions (formerly SIC codes). This would increase our effort to support SB and our clients. We must take all necessary steps to meet our goals, doing our part to help DOD meet its goals.
2. EFD Operations Officers must coordinate efforts across Business Lines, with Acquisition Heads and with Deputies for Small Business to ensure the following actions are taken (in priority order):
  - a. Assess the FY01 Program SB goals status and develop acquisition plans to ensure FY01 goals are achieved.
  - b. Assign target goals to your components and ROICCs by 8 Feb 01.
  - c. Assess the FY02 Program SB goals status against the FY01 goals and develop acquisition plans to ensure FY02 goals are achieved (adjustments may be required if FY02 goals change).
3. These actions will be accomplished utilizing the following guidance:
  - a. By close of business 16 February 2001, each EFD/EFA shall submit a preliminary assessment and a plan following the format of enclosure (1). Submit your data electronically to the NAVFACENGCOM Small Business Office (Linda Wright) with copies to Engineer Operations Center (Jack Courtillet) and Acquisition (Evelyn Ortiz). Provide a short narrative plan that describes how your EFD/EFA intends to meet its FY01 goals and identify shortfalls or excess SB

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opportunities that may be used to offset shortfalls at other EFDs. Provide all assumptions and impacts on timeliness, cost, and client operations in meeting FY01 goals. Also list all waivers or requests for special authority that may be required.

b. You are also requested to perform a similar assessment of the FY02 program using FY01 goals. Follow the format and guidance provided above. Submit your FY02 plan to the above addressees by 15 April 01.

4. In conjunction with your efforts, NAVFACHQ Operations staff, in concert with Acquisition and Small Business Office, will develop Monthly Execution Brief slides (overall and by EFD) by 15 February 01. Data for these slides will be pulled from PMRS and show execution status of each EFD and NAVFAC SB goal achievement.

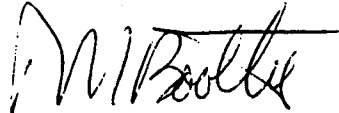
5. NAVFACHQ will compile your Program Assessments and schedule a Production Coordination Board (PCB) meeting in March to finalize the overall FY01 Acquisition Plan. The PCB will coordinate the necessary adjustments in specific EFD/EFA goals and determine follow-on actions as required. The FY02 program PCB will be scheduled in June with results to be used to shape the FY02 SB goals.

6. All of the above actions focus on prime awards to small businesses. However, we must also maintain a focus on the subcontracting goals. Data for SB subcontracting achievement is only available semi-annually, making an assessment or monthly metric infeasible. NAVFAC has traditionally exceeded SB subcontracting goals, so existing processes should be maintained.

7. Enclosure (2) requires that NAVFAC submit a detailed report on 1 May 2001 and 15 January 2002, continuing semi-annually thereafter. To facilitate reporting and establish metrics, enclosure (3) was developed to standardize submissions. The monthly submission must be provided to the NAVFAC Small Business Office by the 10<sup>th</sup> of each month.

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**8. This has to be a team effort lead by the Operations Officers with input from all concerned in order to develop a global acquisition plan for NAVFAC that meets the goals of the Small Business Program. I recognize that this is not an easy task but it must be done in order to maintain our ability to meet our client's needs.**



**T. M. BOOTHE**

**Deputy Commander for Operations**

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